

## **GUIDELINES IN RESPONSE TO FREQUENTLY ASKED QUESTIONS**

This document contains some general guidelines that have been compiled in response to frequently asked questions in the steel product exclusion questionnaire process. These guidelines are presented in an effort to clarify the instructions to the Anniversary Questionnaire and to provide illustrative examples of responses to certain questions. These guidelines are only illustrative and do not constitute mandatory instructions.

### **Read the small-font instructions after each question in the questionnaire BEFORE starting to answer.**

You are instructed to answer all numbered questions and all appropriate sub-questions throughout the questionnaire. You may use “N/A” (“not applicable”) as an answer. You are cautioned that use of “N/A” will be taken to mean: “This question in all its component parts is not relevant to my product exclusion request in any way.” Do not put “N/A” in a question or subquestion and then seek to address the issue in another question. Do not put “N/A” simply because you believe the question to be redundant. Further, do not put “See Question 4” or other such incorporation by reference. Provide the information where it is requested each and every time it is requested.

In addition, you should be prepared to give documentary support for every response in your questionnaire. HOWEVER: You are NOT to do so unless requested.

Whenever you are asked to provide the name of a country, please give the common English name for that country.

Below you will find a listing for each question on the Anniversary Questionnaire. With each listing you will find guidelines for filling out that particular question. You will find some redundancy in the Guidelines. It is recommended that you read through these Guidelines in conjunction with the questionnaire **before beginning to answer the questions.**

**Question 1:** Enter the name of the person who is filling out the answers to the questionnaire. Ordinarily the person listed in Q. 1 should be the person listed in Q. 27. We realize that this is almost always a group effort but one person will sign the certification in Q. 31. This person is responsible for all answers. The name given in response to Q. 1 should be the name of the person listed in Q. 31 and should be the person listed in Q. 27. This is the “contact person,” a person who can best give authoritative administrative assistance to Exclusion Support on a regular basis.

**Question 2:** There are several different scenarios for response to Q. 2. Identify which of these fit your situation and follow the guidelines provided:

*(I) A company is filing the request and is not represented by counsel or other industry*

*representative*

A responsible employee of the company who fits the guidelines of Q. 1 should fill out the questionnaire. In this case, enter “Employee” in Q. 2, and the name of the company in Q.3.

*(II) A company is filing the request, but counsel or some other party is actually submitting the questionnaire response*

If counsel is submitting the questionnaire response, an attorney (or another employee of the same law firm) who fits the guidelines of Q. 1 should fill out the questionnaire and enter the name of the law firm in Q.2. If some other party (i.e., other than the requestor or requestor’s counsel) is considering filing the questionnaire response on behalf of a company, stop and contact Exclusion Support (in accordance with the instructions in the questionnaire under Q.2). Under scenario II, the name of the requesting company should be entered in Q.3.

*(III) A trade association is filing the request and is not represented by counsel*

A responsible employee of the trade association who fits the guidelines of Q. 1 should fill out the questionnaire. In this case, enter “Employee” in Q. 2, and the name of the trade association in Q.3. In this circumstance, enter in the Q.7 response the name(s) of the company(ies) that the trade association represents with respect to the specific exclusion request; the trade association is the primary requesting party.

*(IV) A trade association is filing the request and is represented by counsel*

Without the written consent of the requestor, no party may submit a questionnaire response on behalf of another party. Under scenario IV, an attorney who fits the guidelines of Q. 1 should fill out the questionnaire. In this case, enter the name of the law firm in Q.2, and the name of the trade association in Q.3. In this circumstance, enter in the Q.7 response the name(s) of the company(ies) that the trade association represents with respect to the specific exclusion request; the trade association is the primary requesting party.

If you are a person or company planning to request an exclusion for another company without that company’s consent, please contact Exclusion Support before attempting to proceed.

**Question 3:** Enter the name of the requesting company or trade association. When more than one company seeks to be the requesting party, the companies should confer and select one to be the primary requesting party; the others may make use of the provisions in Q. 7.

**Question 4:** Before filing a new request for an exclusion, a requestor should check to see if the same product was previously requested, and whether an exclusion for the product has already been granted. The following steps can be followed to determine if a product has been the subject of a previous request. However, the following process is only suggested, and is not mandatory. The first step is to search for the product in the lists of previously filed exclusion

requests in the X and N number rounds listed in the links below. Previously requested product information is accessible on the Steel page located on the USTR's web site:  
<http://www.ustr.gov/sectors/industry/steel.shtml> .

The following list of headings, summarized from information on the aforementioned website, provides a list of previously initiated requests. A potential requestor should review the one line description and product category for the product to determine whether the anniversary product may have been previously requested. More detailed product descriptions along with the original requests are available in Room B-099 of the Department of Commerce at 14<sup>th</sup> Street and Pennsylvania Avenue, N.W., Washington, D.C.

### **President Bush Takes Action on Steel**

July 8, 2002 | Fifth Batch of N-Numbers  
June 26, 2002 | Fourth Batch of N-Numbers (revised June 27, 2002)  
June 19, 2002 | Third Batch of N-numbers \*revised June 27, 2002)  
June 14, 2002 | Second Batch of N-numbers (revised June 19, 2002,  
and again on June 26, 2002)  
June 5, 2002 | First batch of N-numbers  
April 23, 2002 | List of products based upon the questionnaire  
responses received

### **Trade Policy Staff Committee Consideration of Action with Regard to Certain Steel Products Under Section 203 of the Trade Act of 1974 Requests for exclusion of specific products**

To help determine whether an exclusion for a product has already been granted, start with the document entitled **“List of Exclusions Granted March through August 2002.”** (This document is for informational purposes only, and in no way is intended to replace or modify the official record of Exclusions reflected in the Federal Register.) In this document check the one line description and product category for the product you consider requesting. In the document you will find the one line description, a reference to the Annex date of publication, the Annex reference number, and a reference to any modifications with respect to the long description. Then use the links below (which are located on the USTR web site:

<http://www.ustr.gov/sectors/industry/steel.shtml> under the heading **“President Bush Takes Action on Steel”**) to review the long description and modifications to determine whether the product you are requesting has already been granted.

November 14, 2002 | Federal Register Notice | Technical Corrections to the Harmonized Tariff Schedule of the United States  
August 30, 2002 | Federal Register Notice | Exclusion of Particular Products From Actions Under Section 203 of the Trade Act of 1974 With Regard to Certain Steel Products; Conforming Changes and Technical Corrections to the Harmonized Tariff Schedule of the United States  
July 9, 2002 | Federal Register Notice | Exclusion of Particular Products from Actions under Section 203 of the Trade Act of 1974 with Regard to Certain Steel

Products; Conforming Changes and Technical Corrections to the Harmonized  
Tariff Schedule of the United States  
June 4, 2002 | Federal Register Notice | Technical Corrections to the Harmonized Tariff  
Schedule of the United States  
April 5, 2002 | Federal Register Notice | Exclusion of Particular Products from Actions  
under Section 203 of the Trade Act of 1974 with Regard to Certain Steel  
Products; Conforming Changes and Technical Corrections to the Harmonized  
Tariff Schedule of the United States  
March 19, 2002 | Federal Register Notice | Technical Corrections to the Harmonized  
Tariff Schedule of the United States  
March 5, 2002 | Initial Action by President Bush: Annex to the Presidential Proclamation

It will greatly speed your search if you make use of the “find” function of your toolbar to search for the X-number or the N-number in each of these documents. A close reading of the entire set of documents which operate to exclude products from the 201 remedy can help you. Note that some products are excluded by the wording in the subheadings of the Annex. For example, certain light shapes of steel sections not furthered worked than hot-rolled, hot drawn or extruded, with a linear dimension of 80 mm or greater when measured through a solid portion of the cross-section.

**Subquestion 4(a):**Below are some examples which may help to demonstrate when a product is or is not wholly encompassed by another product.

**Example A:** Product #1 is cold-rolled steel (flat products), sheet in coils; with a chemistry of 0.05 to 0.10 percent by weight carbon and 0.02 to 0.05 percent by weight copper ; with a tensile strength of from 45 to 50 megapascals; with a width from 1010 to 1020 mm and a thickness from .55 to .60 mm.

Product #2 is cold-rolled steel (flat products), sheet in coils; with a chemistry of 0.06 to 0.09 percent by weight carbon and 0.03 to 0.04 percent by weight copper; with a tensile strength of 50 megapascals; with a width from 1010 to 1015 mm and a thickness from .570 to .579 mm.

PRODUCT #2 IS WHOLLY ENCOMPASSED BY PRODUCT #1.

**Example B:** Product #1 is cold-rolled steel (flat products), sheet in coils; with a chemistry of 0.05 to 0.10 percent by weight carbon and 0.02 to 0.05 percent by weight copper; with a tensile strength of from 45 to 50 megapascals; with a width from 1010 to 1020 mm and a thickness from .55 to .60 mm.

Product #3 is cold-rolled steel (flat products), sheet in coils; with a chemistry of 0.05 to 0.15 percent by weight carbon and 0.02 to 0.10 percent by weight copper; with a tensile strength of from 45 to 50 megapascals; with a width from 1010 to 1080 mm and a thickness from .55 to .60 mm.

PRODUCT #3 IS NOT WHOLLY ENCOMPASSED BY PRODUCT #1, as it has broader ranges (i.e., carbon, copper, and width).

**Subquestion 4(b):** Regardless of the identity or identities of the original requestors, all products wholly encompassed by an excluded product are not subject to the tariffs imposed under the Section 201 proceedings unless that exclusion was previously granted with a quantitative cap. This applies regardless of any reference to proprietary names, proprietary grades, or other proprietary terms in the description of prior exclusions. Use of such proprietary terms is not allowed in exclusion requests to be filed in the current round with the exception of requests filed meeting the condition described in Q.4(b)(i).

**Subquestion 4(c):** Note that this option applies only for parties that have previously requested an exclusion encompassing the product that it now is requesting be excluded. You must show a material change in circumstances which will justify further analysis. Please note that the product description you submit should conform to the requirements as identified in this round for Q.10; do not automatically resubmit the description used in the previous request or requests.

**Ensure that your response corresponds with Q. 20 and Q. 25 if you indicate that you have contacted parties claiming the ability to make this product.**

**Question 5:** If the requestor is a *domestic consumer or importer*, provide the full name of the state where the company is located. If the requestor is a *foreign producer or exporter*, provide the full English name where the foreign company is located.

If the requestor is an *importer* located in the United States, but not a *consumer* of the product, indicate (a), and add the words “SEE ADDENDUM” under Q.5(a)(i). In the addendum, explain that the requestor is an importer, and identify the state in which the importer is located. Also identify in the addendum the consumers and the states in which they are located.

If you are an *exporter* located outside the United States, but are not a *foreign producer* of the product, indicate (b) and add the words “SEE ADDENDUM” under Q.5(b)(i). In the addendum, explain that the requestor is an exporter, and identify the country in which the exporter is located. Also identify in the addendum the producers and the countries in which they are located.

**Question 6:** Provide a short word description of the product which can be used by all parties for identification. A highly important point to remember with regard to your Q. 6 short description is that it does not serve as a supplement to or substitute for your Q. 10 long description. The Q. 10 long description is the only description of the exact product that is requested for exclusion.

**Question 7:** It is encouraged that companies join in with other requestors, if the exclusion request is for the same product. Any company who joins in on a request (Q.7(b)) will have the full ability to participate in the 201 process. Joining parties must provide information to all applicable questions. Regarding parties identified as supporters of a request (Q.(7)(c)), no information other than that requested in Q.(7)(c) should be provided.

**Question 8:** It is essential that you enter only one category in response to Q.8., and the category

is identified correctly. If you are inclined to enter two or more categories, that indicates that you have not broken down your request sufficiently. A single exclusion request should not span multiple product categories.

Note: some products will be excluded by the wording in the subheadings of the Annex (e.g., certain light shapes of steel sections not furthered worked than hot-rolled, hot drawn or extruded, with a linear dimension of 80 mm or greater when measured through a solid portion of the cross-section).

**Question 9:** The directions emphasize that you must put only Harmonized Tariff Schedule of the United States (“HTSUS”) numbers which fit within the product category you have designated in Q. 8. The HTSUS number(s) you list should only be those which are consistent with the long product description provided in your response to Q.10.

**Question 10:** A proper description is critical to your submission.

Please take a careful look at the example description provided in the Exclusion Request Questionnaire. Notice, there is no use of any of the following symbols: “%” or “<” or “≥” or “Si=.15-.35,” etc. Use words to describe any symbolic descriptions, just as in the example. For example, less than, not greater than, maximum, minimum, or percent by weight are all appropriate ways of describing symbolic descriptions. ***Use care in the choice of terms such as “less than” and “not greater than”, which have a different breadth of meaning.*** Further, values which are somewhat esoteric such as “w/kg at 1.75T/60Hz” should be written out more fully, as in: “core loss (iron loss) in Watts per kilogram at an induction (magnetic flux) of 1.75 Tesla at a frequency of 60 Hertz.”

Any description which possesses a unique mechanical or chemical characteristic should be a separate product. A description which possesses a variance in dimensional characteristics {i.e., defining the size of a product on the “X” axis, the “Y” axis, or the “Z” axis; or the length, height, thickness, or width} is acceptable even if the product description contains multiple values. (With regard to shapes, each distinct shape is a different product for which you must submit a separate exclusion questionnaire response.)

For example, “A999.01 – hot-rolled or cold-finished AISI 1006 carbon or stainless steel round bar SAE Grade 304, with a diameter from 50 mm to 60 mm or from 70 mm to 75 mm, with tensile strength of from 345 to 355 MPa or from 390 to 400 MPa” is NOT one single product. It is, in fact, at least six products:

A999.01 - hot-rolled carbon steel round bar, AISI 1006, diameter of 50 mm to 60 mm or from 70 mm to 75 mm, with tensile strength of from 345 to 355 MPa”

A999.02 - cold-finished carbon steel round bar, AISI 1006, diameter of 50 mm to 60 mm or from 70 mm to 75 mm, with tensile strength of from 345 to 355 MPa”

A999.03 - stainless steel round bar, SAE Grade 304, diameter of 50 mm to 60 mm or from 70 mm to 75

mm, with tensile strength of from 345 to 355 MPa”

A999.04 - hot-rolled carbon steel round bar, AISI 1006, diameter of 50 mm to 60 mm or from 70 mm to 75 mm, with tensile strength of from 390 to 400 MPa”

A999.05 - cold-finished carbon steel round bar, AISI 1006, diameter of 50 mm to 60 mm or from 70 mm to 75 mm, with tensile strength of from 390 to 400 MPa”

A999.06 - stainless steel round bar, SAE Grade 304, diameter of 50 mm to 60 mm or from 70 mm to 75 mm, with tensile strength of from 390 to 400 MPa”

Note: If in the example the original description had indicated a tensile strength range of “...from 345 to 400 MPa...,” there would have been only three separate products. Ranges of grades (e.g., SAE Grade 1070 to SAE Grade 1090), chemistries, and dimensions are acceptable, and discontinuous ranges may be acceptable for dimensions.

In the noted example above, hot rolled bar, cold finished bar, and stainless bar should not appear in a single product description, and cannot be defined in a single product category requested in Q.8.

A requestor may want to avoid giving a single value for some properties. Giving a single value may prevent a requestor from importing the product free of 201 duties *even if the product were to be excluded*. For example, a phosphorus content of 0.021 percent would be inconsistent with a product exclusion that identified “phosphorus content of 0.02 percent, by weight.” To avoid this, consider providing a range which incorporates an allowable tolerance – here, perhaps “from 0.019 to 0.021 percent by weight, phosphorus.” You should strongly consider using ranges (including maximums and/or minimums) for the properties you identify in your product description.

The requested product description should provide all relevant physical, chemical, and mechanical properties of the product. Such properties should be consistent with HTSUS subheading provided in Q.8. There should be enough detail to distinguish the product from all other products. The description should provide potential objectors with enough detail to sufficiently understand the nature of the product so that they can comment on it. Furthermore, the description should contain enough detail to permit the U.S. Customs Service to enforce the exclusion if it is granted.

**Physical properties** are the width, the height, the length, the thickness, the size, the shape, the texture, or the appearance of the product. Every product description should include all relevant and distinguishable dimensional properties. Other properties such as surface finish, painting, coating, etc., should be laid out in the long product description if they are relevant to the request.

**Chemical properties** are the elements of the chemical composition of the product. It is not generally possible or even appropriate to give the entire chemical composition (e.g., there may be assorted trace elements). The requestor, however, should provide a range, a maximum, or a minimum value (in percent by weight) for all relevant and distinguishable elements present in

the product, which would distinguish it from other similar products. For example, if the excluded product is characterized by a unique combination of carbon, chromium, and nickel contents, specifications for these elements should be included. This information should relate to the actual chemistry of the finished product. As noted above, provision of a precise amount will be interpreted to mean that precise amount. Use of terms such as “target” or “nominal” is not allowed.

**Mechanical properties** include, but are not limited to, yield strength, tensile strength, elongation, hardness, conductivity, etc. . The requestor should provide all relevant and distinguishable mechanical properties in the product description.

Many other descriptive terms MAY convey additional relevant and distinguishable information with respect to a product. For example, certain processes, such as “tension-leveled,” or “oil quenched and tempered” may result in unique mechanical or physical properties of the steel. Your description should describe only the relevant and distinguishable properties imparted by the process in ways consistent with the other guidelines provided for this question. In all cases, where applicable a requestor should describe the actual relevant and distinguishable properties imparted by the process, rather merely stating the type or name of the process.

Requestors may cite to “publicly-available,” standardized specifications or grades (e.g., “SAE Grade 1050” or “ASTM A572 Grade 65”) in order to describe properties in an abbreviated manner. It is expected that potential objectors will have ready access to SAE, ASTM, or AISI specifications. Any other standardized specifications or grades should be “widely used” and “publicly-available.” The requestor should be ready, if asked by Exclusion Support, to submit documentation with respect to any standardized specification or grade used in the product description.

Company or proprietary specifications or grades are not acceptable abbreviated descriptions (whether posted on a web site or in marketing material). Instead, the requestor should fully describe any company and proprietary specifications or grades which are relevant and distinguishable to the request.

In addition to other instructions concerning the use of standardized specifications or grades (AISI, ASTM, etc.,) the requestor should take particular care with **modifications** to these specifications or grades. For example, if the requestor submits “SAE Grade 1080M,” “SAE Grade 1080 Modified,” “SAE Grade 1080 Modification 2B,” or the like, the requestor should set out in detail the exact nature of the relevant modification from SAE Grade 1080.

Other terms such as “exceed,” “similar,” “special,” or “suitable” should be avoided. If a product “exceeds” or is “similar” to a standardized specification or grade, the requestor should describe in detail the exact nature of the distinguishing property(ies) of the product. Similarly, the relevant properties of a product that may distinguish the product as “special” or “suitable” should also be fully described.



Specifications which the requestor deems relevant – but does not wish to reveal – cannot be veiled in the response to Q. 10 with the use of terms such as “**patented**,” “**proprietary**,” or “**trademarked**.” The requestor must make public all specifications in the long product description. Bracketing is not allowed in Q. 10. The use of proprietary product names are similarly disallowed (though they may be used in the short product description in response to Q. 6.) To request an exclusion of a particular product from the 201 remedy inherently contains the obligation of publicly stating the product’s complete description.

In addition, the long product description in response to Q. 10 should contain the **product category** to which the product belongs. It is not sufficient to only have checked the proper category in response to Q. 8 or to put the category into the short description in response to Q. 6.

All values must be converted into **metric** units. For example, “ksi,” which stands for “thousand pounds per square inch” – should be expressed in megapascals (“MPa.”)

***\*\*\*If a specified property cannot be determined by inspection of the product as imported, extra documentation and record-keeping may be required from the importer in order to qualify for the exclusion.***

### Shapes

#### **EACH INDIVIDUAL SHAPE REQUIRES A SEPARATE EXCLUSION QUESTIONNAIRE RESPONSE.**

All the above guidelines apply to shapes. The requestor of a shape should take particular care to “draw the picture with words.” The description should give a complete physical description of each distinguishable angle, thickness and width of all segments. Requests consisting of shapes which are overly broad may not be considered. For example, if the product is U-shapes or I-shapes, the description should at a minimum describe the flange depth, web thickness, flange width and flange thickness. Descriptions of angled shapes should provide the widths and the thicknesses of the legs and describe any relevant angle characteristics. Similarly, descriptions of odd sized shapes should provide distinguishing cross-sectional measurements or depths, widths of any legs or flanges, thicknesses of any legs or flanges, along with a description of any distinguishing angles. Curved, rounded, arced, and tapered descriptive properties should also be described.

The simpler the description the better. The description should allow parties to comment adequately on the appropriate measurements for the shape and allow customs to properly enforce the exclusion if appropriate. Remember: The product description should provide the reader with a clear and easily recognizable picture of how the actual product appears.

Certain terms or phrases should be avoided when describing shapes. Among them are “to the customer’s manufacturing prints,” or “customer designed special shapes.” The exact

specifications of each should be provided by the requestor.

**Question 11:** Please provide the use for which the product is produced. Generalities are acceptable; you may provide the level of detail you feel is appropriate to distinguish your product from other products. You may put, for example, levels of detail such as the following:

“For use in aircraft landing struts.”

“For use in U.S. Marine Corps fighter aircraft landing gear struts.”

“For use in U.S. Marine Corps F/A-18 fighter aircraft landing gear struts as reinforcing connection rod.”

“For use in U.S. Marine Corps F/A-18 fighter aircraft landing gear struts as reinforcing connection rod on M-86C front wheel assembly.”

“For use in U.S. Marine Corps F/A-18 fighter aircraft landing gear struts as reinforcing connection rod on M-86C front wheel assembly; prevents collapse during carrier landings while adding less than 2 lbs. to weight of aircraft.”

You are encouraged to be specific while keeping to the space provided for your response.

**Question 12:**

If you are *domestic consumer or importer*, list all current foreign suppliers or producers of the requested product, along with the quantity and value of your total year 2001 consumption (or imports) of the product from each foreign supplier or foreign producer. Also identify any foreign suppliers or producers who you anticipate will be a source of the requested product in the future. If the month you started purchasing the product is not known with exactitude, you may put, for example, “Before 05/1985.”

If you are a *foreign producer* provide the year 2001 quantity and value for the product exported to the United States. If exports to the United States involved merchandise you produced in different countries, provide the data requested for each country. If the month you started selling this product in the U.S. is not known with exactitude, you may put, for example, “Before 05/1985.” If you are an *exporter*, list all current foreign suppliers or producers of the requested product, along with the year 2001 quantity and value of your total exports to the United States supplied by each supplier and producer.

For country, give the common English name of where the product was produced. If there is more than one, add the words “SEE ADDENDUM.” In the addendum, say that the product is produced in multiple countries and give the common English name for each of those countries.

**\*\*\*If you have included multiple requestors in Q.7(b), then be sure to provide all relevant information with respect to each joining party whether a *domestic consumer, importer, exporter or foreign supplier*, here and elsewhere in your questionnaire response.**

**Question 13(a):** In some cases the answer to Q. 12 and Q. 13 will be the same. However, a consumer which has some of its needs met from domestic sources and the remainder from foreign sources will have different answers for Q. 12 and Q. 13.

If you are a *domestic consumer or importer*, provide the total tonnage of the requested product you consumed or purchased from all sources (both domestic and foreign) in **question 13(a)**. In **question 13(a)(i)**, provide the sub-total that was from foreign sources; this sub-total should be equal to the sum of the total tonnage figures provided in response to Q.12, or you should explain any differences in the Addendum.

If you are a *foreign producer or exporter*, provide the total tonnage of the requested product that was exported to the United States in 2001, for Q.13(a). This will be equal to the sum of the total tonnage figures provided in response to Q.12, or you should explain any differences in the Addendum. Foreign producers or exporters should put N/A in response to Q.13(a)(i).

**\*\*\*If you have included multiple requestors in Q.7, then provide all relevant information with respect to each joining party whether a *domestic consumer, importer, exporter* or *foreign supplier*, here and elsewhere in your questionnaire response.**

**Question 13(b):** Refer to the instructions in Q.13(a).

**Question 14:** If you have included multiple requestors in Q.7, then provide all relevant information with respect to each joining party whether a *domestic consumer, importer, exporter* or *foreign supplier*, here and elsewhere in your questionnaire response.

**Question 15:** Provide all relevant reasons why tonnage requirements increase or decrease.

**Question 16:** Requestor(s) should be prepared to confirm information provided to them by other sources (e.g., service centers, importers, etc.), but should not provide such documentation in their questionnaire response.

**Question 17:** The requestor may indicate the three most applicable responses. If four or more apply to your situation, you must pick only the three most important. Rank your selections in the order of their importance. Do not check, circle, or otherwise indicate your selection by marking next to the choices – enter the corresponding letters in the spaces provided.

**Question 18:** Please respond in full if the requested product is subject to any qualification process.

**Question 19:** If the answer to Q. 19 is “none,” write the word “none.” Do not put “N/A.”

**Question 20:** There are no additional guidelines for this question.

**Question 21:** There are no additional guidelines for this question.

**Question 22:** There are no additional guidelines for this question.

**Question 23:** There are no additional guidelines for this question.

**Question 24:** There are no additional guidelines for this question.

**Question 25:** You should be prepared to furnish any documents demonstrating your efforts to contact domestic firms to obtain the product. **YOU ARE NOT BEING ASKED TO DO SO NOW, AND SHOULD DO SO ONLY IF SUCH INFORMATION IS REQUESTED.**

**Question 26:** You may identify any other relevant information here; no response to this question is required. Do NOT put anything in your Q. 26 response that should be provided in response to another question in the questionnaire.

**Question 27:** Ordinarily the person listed here in Q. 27 should be the person listed in Q. 1 and Q. 31. Enter the name of the person who filled out the questionnaire. One person will sign the certification in Q. 31. This is the person responsible for all answers. This is the “contact person,” a person who can best give authoritative administrative assistance on a regular basis.

**Question 28:** There are no additional guidelines for this question.

**Question 29:** There are no additional guidelines for this question.

**Question 30:** There are no additional guidelines for this question.

**Question 31:** The name given in response to Q. 1 should be the name of the person listed in Q. 31 and Q. 27. Please see the guidelines for Q. 1 if you are not sure who should sign the certification. The hard-copy (paper) version of your questionnaire response is the official version. No questionnaire will be accepted unless there is a signature in response to Q. 31. However, you need not put a signature in your electronic version; simply type in the same name you put after the word “I” in the first line. See the guidelines for Q. 2 concerning what you should put regarding the next two lines, those following “of” and “counsel or representative to” in this question. *Foreign producers and exporters* should list all domestic customers and other parties who provided any information listed in the questionnaire. In general, any entity who has answered questions or otherwise provided information for the purpose of filling out this questionnaire should be listed. It is not expected that you list the names of individuals, though you may if you find that necessary. Listing your own company or the company you represent will suffice for all individuals in that company.

**Addendum Section:** The Addendum Section is designed to give you an expanded – though still limited – space to clarify any answers to the questionnaire’s questions and subquestions. It is not the place for information extrinsic to the questionnaire; such information should be given in response to Q. 26. When you are adding information in the Addendum Section, be sure to put the following:

[SEE ADDENDUM]

in the space for answering the question or subquestion which is being continued in the Addendum Section. As the instructions say, you are neither required nor encouraged to use the Addendum Section.